

1. Select the course where you would like to change the layout for.
2. Once in that course select **Course Admin** in the navigation bar.

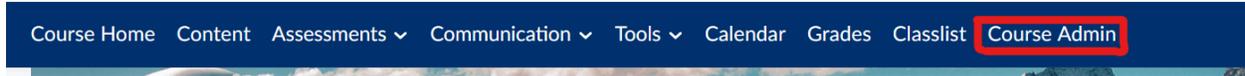
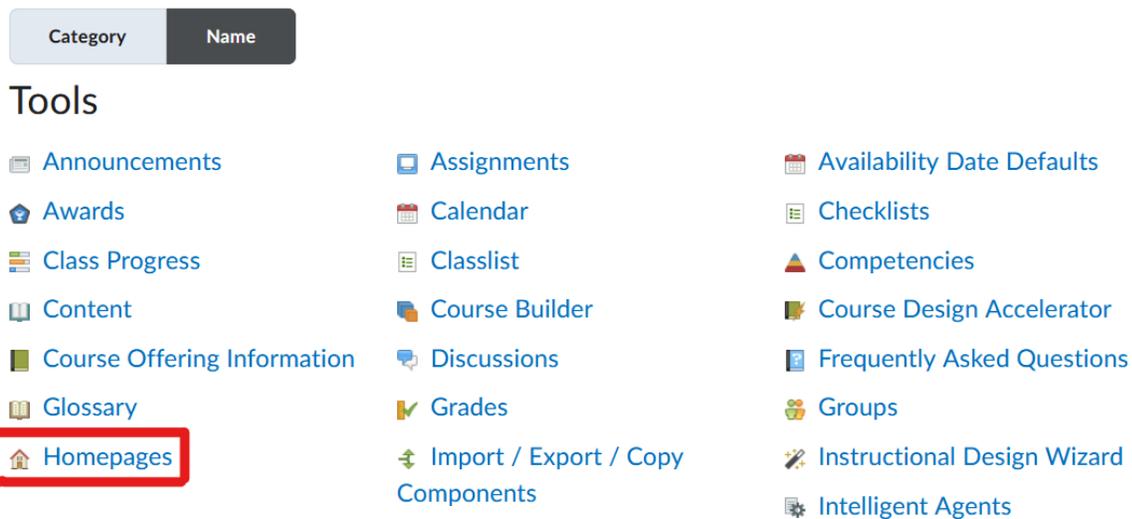


Figure 1: Brightspace navigation bar with menu items, highlighting "Course Admin."

3. In the course administration page click on **Homepages**.

Course Administration



Category Name

Tools

Announcements	Assignments	Availability Date Defaults
Awards	Calendar	Checklists
Class Progress	Classlist	Competencies
Content	Course Builder	Course Design Accelerator
Course Offering Information	Discussions	Frequently Asked Questions
Glossary	Grades	Groups
Homepages	Import / Export / Copy Components	Instructional Design Wizard
		Intelligent Agents

Figure 2: Screenshot of a course administration page with various tools listed. The "Homepages" tool is outlined in red.

4. Locate where it states **Online Course Landing – Queensborough- COLLEGE**
COURSE DEFAULT. Next to that heading click on the chevron icon.  . After that, click on **Copy**.

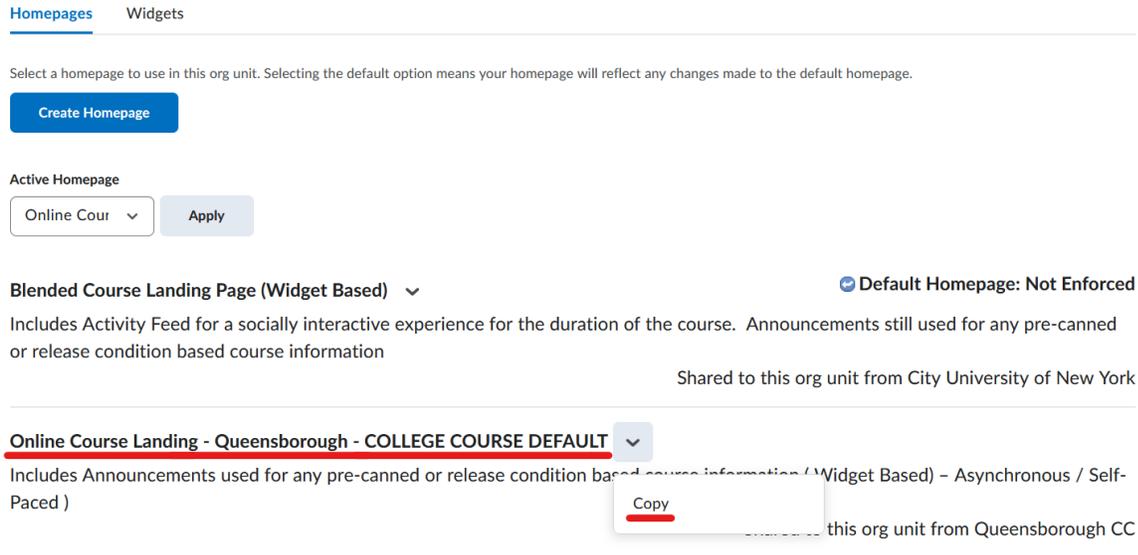


Figure 3: Brightspace course homepage selection interface with options for configuring online course landing pages.

- After clicking copy, the page will refresh, and a new homepage will appear titled **Online Course Landing – Queensborough- COLLEGE COURSE DEFAULT Copy.** Click on this title.

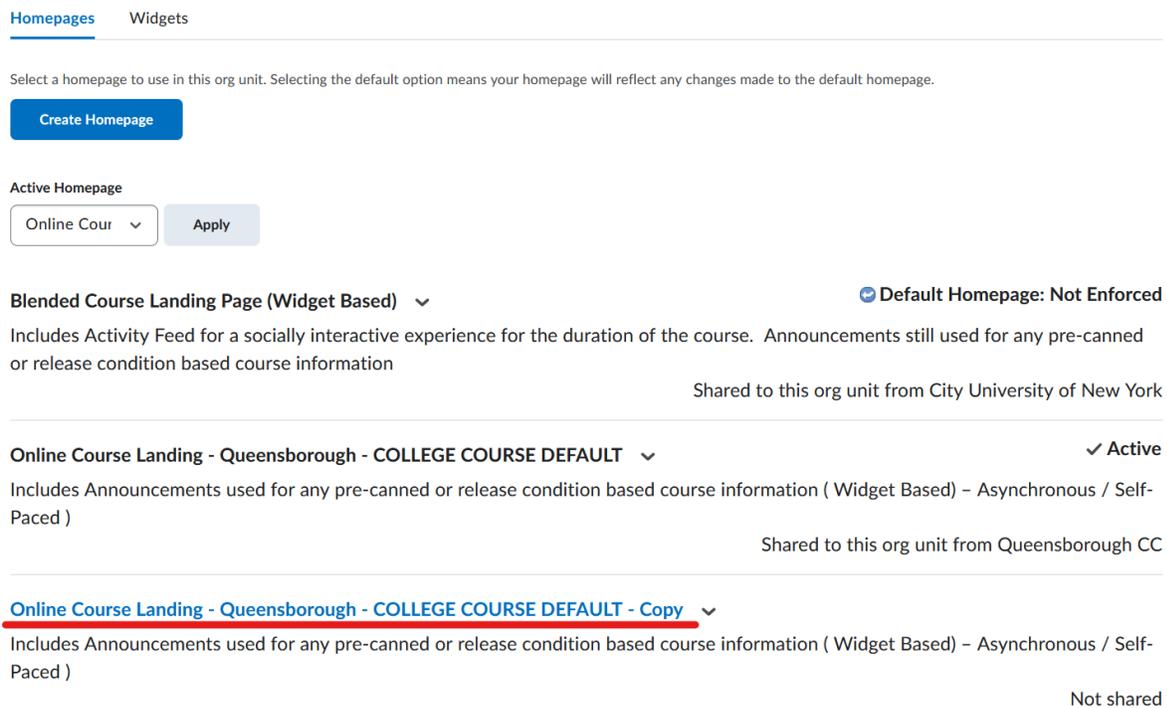


Figure 4: Brightspace homepage selection settings on an educational platform, showing three homepage options.

6. The **Edit Homepage** page will be displayed. Here is where users can
 - Select your preferred widget layout by clicking the **Change Layout** button. **(Boxed in blue)** You can choose to have up to three columns of widgets. If you select a layout with two columns you can specify whether they will be of equal or different widths.
 - Select your widgets. You can move or delete existing widgets. You can add widgets by clicking on the **Add Widgets** button and browsing through the system widget library. **(Boxed in red)**
 - Customize your widgets. Most widgets have **properties** that can be customized by clicking on the widget and following the instructions.
 - Reorder your widgets. You can drag and drop the widgets to the location where you would like them to be displayed. **(Boxed in red)**

Name *

Online Course Landing - Queensborough - COLLEGE COURSE DEFAULT - I

Description

Includes Announcements used for any pre-canned or release condition based course information (Widget Based)
- Asynchronous / Self-Paced

Type

Widget-based

Header

Include homepage header

{OrgUnitName} Restore Default Header Text

What replace strings can I use in a custom title?

Layout

Basic
Two panels: one large panel on the left and one smaller panel on the right.

Change Layout

Widgets

Visual Table of Contents Widget	Brightspace Training and Resources
Announcements	Single Profile Widget

Save and Close Save Cancel

Figure 5: Course landing page setup Brightspace interface with layout and widgets.

7. Once finished customizing click **Save and Close**.

- You will be redirected back to the **Homepage** page. Locate **Active Homepage**. Next click the chevron . A drop-down menu will pop up. Select the homepage that was just created. **Online Course Landing – Queensborough- COLLEGE COURSE DEFAULT Copy** (*Underlined in red*). Once selected click **Apply** (*Boxed in blue*)

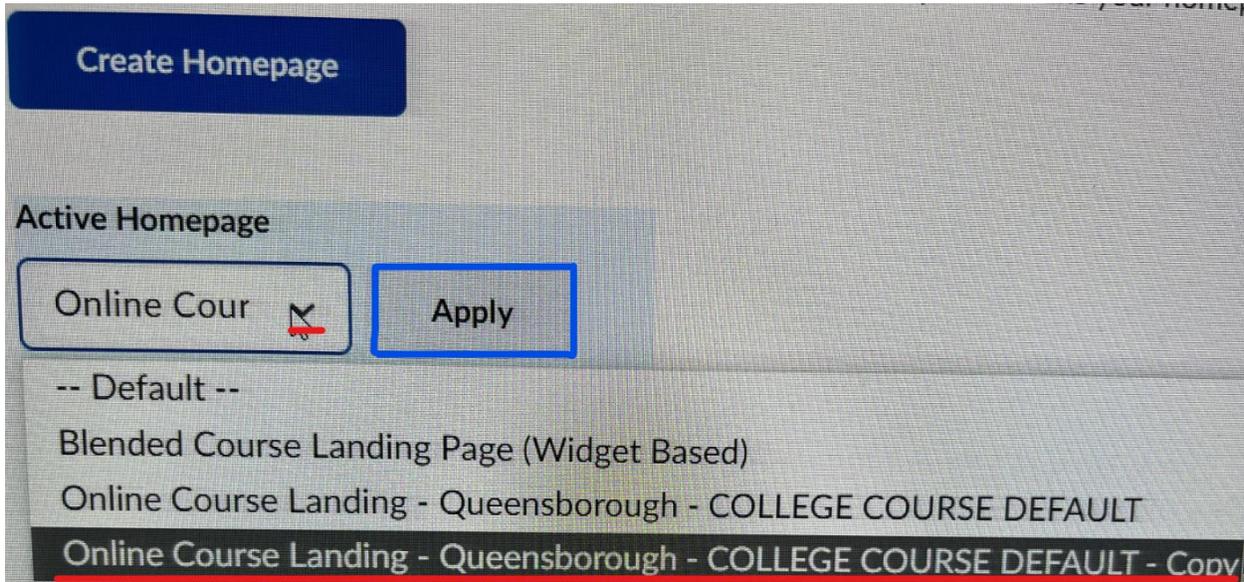


Figure 6: Brightspace interface with options for selecting and applying an active homepage, showing a list of course landing pages.

- Once applied the page will refresh and the homepage will become active.